

## **CORRECTIONAL OFFICER**

**DEFINITION:** Under general supervision, performs work of moderate difficulty in providing care, supervision and custody of incarcerated persons in a correctional/detention facility, crimes range from misdemeanor offenders to violent felons awaiting transfer to federal courts/prisons; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

### **TASKS:**

Receives and books inmates in correctional/detention facility; classifies inmates according to sex, age, offense, and assigns to housing areas; stores prisoner's personal belongings or property; supervises and controls inmates' behavior; patrols cell areas, corridors and other areas within facility; observes inmates' behavior; escorts and monitors inmate movement within the facility and in special cases outside the facility; supervises inmate activities and work programs; keeps track of inmates through head counts, visitor logs and inmate-scheduled activities; releases prisoners after inspecting release documents and verifying information.

Conducts searches of inmates and inmates' property and cell; seizes contraband and weapons; maintains general security of facility; takes corrective action to stop escapes; restrains prisoners as needed to maintain order and protect life and property; informs inmates and visitors of rules, safety and security procedures and responsibilities; transports inmates to courts, hospitals, clinics or other correctional facilities, as required; monitors and observes inmates during visiting hours, meal times, recreation and inmate programming, such as alcohol anonymous (AA) counseling, traditional counseling, church services and health related training .

Responds to emergency situations within the facility; handles and corrects immediate problems; maintains fire safety; participates in testing for safety and security; evacuates prisoners as needed; administers first aid as required; distributes and supervises intake of medication as required by medical prescription; maintains daily logs and activity reports as needed; responds to inquiries from public, other staff, inmates and visitors; prepares required reports; attends in-service training and meetings; may prepare and/or assist in the preparation of meals for inmates.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of federal, state and Navajo Nation laws, regulations and policies governing incarceration.  
Knowledge of the methods, practices and procedures used in the care and custody of inmates.  
Knowledge of methods and techniques for maintaining control over inmates.  
Knowledge of cardiopulmonary resuscitation (CPR) and first aid.  
Skill in maintaining composure under stressful or dangerous conditions.  
Skill in maintaining accurate records.  
Skill in establishing and maintaining effective working relationships.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work requires walking, running, lifting and climbing during efforts to catch or subdue hostile individuals. Exposure to hazardous, uncontrollable and life threatening situations can occur.

THE NAVAJO NATION

Class Code: 2277  
Public Safety Series  
Detention Officer Group  
Overtime Code: Non-Exempt  
Pay Grade: 59

### **CORRECTIONAL OFFICER**

**MINIMUM QUALIFICATIONS:** A high school diploma or GED; and one (1) year experience working in a correctional/detention facility; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

**SPECIAL REQUIREMENT:** Must possess a valid state driver's license. Must not have any felony convictions or convictions involving moral turpitude and no dishonorable military discharge. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aide Certificate and a Food Handler's Permit. Within 6 months of employment must pass a background investigation, drug screening, physical agility test and physical examination. Within one (1) year of employment must complete the BIA Basic Corrections Officer Training. Additional certification or trainings may be required.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.